

**5 FEBRUARY 2002**



**Personnel**

**SENIOR AIRMAN BELOW THE ZONE  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The Senior Airman (SrA) Below-the-Zone (BTZ) program objective is to provide an opportunity for exceptionally well-qualified Airman First Class (A1C) a one-time consideration for promotion to SrA, to be effective six months prior to the fixed fully qualified phase point. Selection opportunity is 15 percent. This instruction establishes procedures for the Central Base Board (CBB) and for large unit boards concerning the administration of the SrA BTZ program. It implements AFD 36-25, *Military Promotion and Demotion*. This instruction applies to all units assigned to the 51st Fighter Wing. References: AFI 36-2502, and AFCMS 36-699 Vol I

**1. The Military Personnel Flight (MPF):**

1.1. Base level Personnel System Managers provide an automatic quarterly end of month (EOM) output product to the MPF Career Enhancement Element within the first 10 days of the first processing month (i.e., Jan, Apr, Jul, Oct).

1.1.1. The roster identifies all A1Cs who meet or exceed the time-in-service (TIS) and time-in-grade (TIG) requirements, regardless of promotion ineligibility conditions (i.e., on the control roster, PAFSC skill level too low, undergoing Article 15 suspended reduction, etc.).

1.1.2. The output product produces an MPF alphabetical listing and a three-part unit listing. **Part I** identifies A1Cs with **no quality indicators** in their record. **Part II** lists "questionable eligibles" (individuals with quality indicators) that **may not** be qualified for BTZ promotion. **Part III** lists A1Cs who meet the TIG and TIS requirements, but who cannot be selected due to promotion **ineligibility** conditions listed in AFI 36-2502, table 1.1.

**1.2. Verifying Eligibility:** Career Enhancements verifies the eligibility of each individual to ensure they meet the TIG and TIS requirements for the current quarter without regards to normal promotion ineligibility conditions.

1.2.1. Remove those names exceeding or not meeting current quarter TIG and TIS requirements and determine if a previous quarter board in fact considered them.

1.2.2. For individuals not considered during the quarter in which they met TIG and TIS eligibility, and recommended by the commander, request supplemental BTZ consideration (see paragraph [3.](#)).

1.2.3. DBH EPRs are required for all A1Cs without an EPR who are eligible for BTZ consideration (A1Cs appearing on part III of the unit roster are ineligible for promotion according to AFI 36-2502, Table 1.1 and do not require DBH reports). DBH EPRs will close-out no later than the 15th day of the first processing month (i.e., Jan, Apr, Jul, and Oct) unless the airman doesn't have 60 days supervision, then the close out date will be the day 60 days supervision is obtained. When the individual is PCSing, and has obtained 60 days supervision, close out the report on the projected departure date and use DBH as the reason for report.

**1.3. Quotas:** Quotas are based on 15 percent of the eligible (based on TIG and TIS ONLY). MPF determines quotas and obtains host wing commander approval (may delegate no lower than MPF Chief) before distribution to units.

1.3.1. Large units (seven or more eligibles) receive quotas and promote at unit level.

1.3.2. Small units (six or fewer eligibles) are combined into one pool of eligibles to form the central base board (CBB) population.

1.3.3. Quotas are computed and distributed as follows: Computation: Eligibles multiplied by 15 percent equals the quota: Example: 13 eligibles x 0.15 = 1.95, or 2 BTZ Quotas. *NOTE:* Fractions of 0.5 or more are rounded up).

1.3.4. Units may not aggregate at the group level. Example: Medical Groups are divided into four units and each unit commander has promotion authority; therefore they should not be considered by the group, but as individual units.

**1.4. Notifying Units:** Units are notified if they are a large or small unit as soon as possible, but not later than the 15th day of the second processing month.

**1.5. Large Unit Selection Procedures:** Large units will follow the written guidance provided at [Attachment 2](#).

**1.6. Small Unit/Cbb Selection Procedures:** Small units will nominate individuals as outlined in [Attachment 1](#).

**2. Selection Requirements.** The following procedures are required to ensure fair, equitable, and timely BTZ consideration:

2.1. The Commander Support Staff (CSS) will provide each eligible individual on Part I and II of the unit listing a Record Review Listing (RRL) to verify all data is accurate and complete. Instruct individuals they must correct any erroneous data prior to the board convening. Only provide individuals on Part III of the unit listing a RRL if during review it is found the ineligible condition is invalid and the member later becomes eligible.

2.2. Units will consider all individuals meeting TIS and TIG requirements, even if they are TDY, on leave, or **have a report not later than date (RNLTD) on or after the first day of the first processing month** (i.e., Jan, Apr, Jul, and Oct) for that quarter selections.

2.2.1. The commander must review an airman's EPR(s), their personnel record, personal information file (PIF), discuss the consideration with the supervisor and chain of command, etc., before making a BTZ decision, to include if the airman will meet a unit or base selection process.

2.2.2. If an EPR is not available, the airman will not be considered for that quarter. If an EPR is rendered and the commander determines it's appropriate, request supplemental consideration. Names appearing on Part III of the eligibility rosters are "considered" for promotion but cannot be selected since they are ineligible for promotion according to AFI 36-2502, Table 1.1.

2.2.3. Alternates/first nonselectee of the CBB or large unit board are selected in the event a selectee is removed before the effective date due to an ineligibility condition (AFI 36-2502, Table 1.1) or infractions committed after selection. The use of past derogatory data not in effect on the date of the board or selection may be considered in the nomination process, however, it cannot be used as a reason for nonrecommendation after an individual is selected.

2.3. After selections are made, unit commanders provide a written promotion recommendation prior to the promotion effective date. This may be accomplished by adding the name(s) to the monthly promotion selectees listing.

2.4. If an individual should have been considered during the current quarter board and the error is discovered before promotions are announced, large unit commanders consider the airman and adjust selections accordingly (this does not apply to airman who are gained and it has been determined they were not considered by their losing base--see supplemental BTZ consideration).

2.4.1. The CBB will reconvene to consider small unit eligibles and selections are adjusted accordingly.

2.4.2. If discovered after selections are announced, supplemental promotion consideration procedures apply. Adjustments will not be made to the gaining unit/base quota, if the error is discovered for an individual that should have been considered by their losing base. Every effort should be made to ensure the individual is considered by their losing unit/base. If the losing unit/base has already announced selections, supplemental consideration (if current commander recommends) will be requested by the gaining base.

**3. Supplemental Consideration.** Commanders may request supplemental BTZ consideration for individuals that should have been considered by a previous board and the error isn't discovered until after promotions are announced.

3.1. After obtaining the unit commanders written recommendation for consideration, the MPF forwards fully documented supplemental requests to HQ AFPC/DPPPWM for consideration.

3.2. If the basis for the supplemental request is because the individual didn't receive fair consideration (or wasn't considered at all at their last duty station), contact the losing unit and MPF before requesting supplemental consideration. This information along with the supplemental request is then processed to HQ AFPC/DPPPWM who will determine if supplemental BTZ consideration is appropriate.

3.3. Supplemental consideration will not be given for incorrect data reflected on the BTZ RIP or to individuals who are denied BTZ nomination due to incorrect data reflected on the BTZ output products. It is the individual's, supervisor's, and commander's responsibility to ensure an individual has

been properly identified as eligible, obtains the correct study references, and most importantly, the data on the BTZ Rip is accurate and complete.

DAVID E. CLARY, Brigadier General, USAF  
Commander

**Attachment 1****SRA BTZ CENTRAL BASE BOARD (CBB) SELECTION REQUIREMENTS AND PROCEDURES**

A1.1. 51 MSS/DPMPE will provide each unit (with eligible A1Cs) the SrA BTZ Eligibility Listing not later than the 15th day of the second processing month (i.e. Feb, May, Aug, and Nov), indicating the unit status (large or small). An instruction letter with appropriate suspenses will accompany this notification.

A1.2. Unit commanders with six or less eligibles may nominate one individual to the CBB. If the unit commander believes that he/she has more deserving candidates, he/she may submit an additional nominee with written concurrence of the respective group commander.

A1.2.1. If nominating more than one individual, group commander concurrence may be indicated by having the group commander indorse the last page of the SrA BTZ Eligibility Listing.

A1.2.2. The unit commander needs to sign and date each page of the SrA BTZ Eligibility Listing, underlining the name(s) of their nominee(s).

A1.2.3. Squadron commanders must notify 51 MSS/DPMPE immediately of any derogatory quality indicators (i.e., 2 or less EPR rating, participation in weight management program, establishment of an unfavorable information file, etc.) affecting any of their eligible population.

A1.3. Unit commanders designated as large units (seven or more eligibles) may decide to not conduct a unit board and relinquish their quotas to the CBB. If so doing, they may nominate candidates to the CBB in the same manner, as would a small unit. Annotating the bottom of the SrA BTZ Eligibility Listing may do this.

A1.4. The CBB will consist of a non-voting president, usually the 51 FW Command Chief Master Sergeant, but may be delegated to another CMSgt or CMSgt select and at least three, but no more than five SNCO board members. The board members and date of the CBB will be selected by the 51 FW/CCC. The board recorder will be provided by 51 MSS/DPMPE.

A1.5. CBBs will be either a "records only" or "face-to-face" board at the discretion of 51 FW/CCC. If a face-to-face board is conducted, all A1Cs being considered by the board must meet the board.

A1.6. 51 MSS/DPMPE will provide BTZ RIPs for the CBB.

A1.7. The following items will be considered by the CBB:

A1.7.1. The BTZ RIP provided by Career Enhancements.

A1.7.2. The competing member's AF Form 10, Unit Personnel Record Group section II only (EPRs and decorations).

A1.7.3. An approved decoration may be filed in an individual's Unit Personnel Record (UPRG) any time up until the date of the board. Supplemental consideration will not be given because a decoration was not approved or placed in the record when the board convened.

A1.7.4. The commander may submit additional facts on an AF Form 1206, **Nomination for Award**, for review by the board. The AF Form 1206 will be limited to one page, bullet format without headings. Bullets are limited to significant events and accomplishments (i.e., Airman of the Quarter, PME DG, etc.) and the member's duty performance from the close out of the last EPR to present.

A1.8. The CBB will evaluate duty performance and non-duty involvement (i.e., education, civic/unit participation, etc.), scoring each area separately from six to ten (6 – 10) in one half-point increments. No specific weights will be established for any category.

A1.9. The recorder computes the composite score of each nominee by adding up the scores of the board members on the recorder's score sheet.

A1.9.1. The total score is not given to the board until after the last nominee has met the board and has been scored.

A1.9.2. Nominees are then listed in order of merit by total score and the promotion quota is applied. In the event of an immutable tie at the cut off, the president of the board will cast a tie-breaking vote.

A1.10. The CBB minutes will contain a list of the board members, a list of nominees in order of merit indicating status (i.e., select, alternate, and non-select), total scores and the signature of the board president. The board report will be provided by 51 MSS/DPMPE to the 51 FW/CC for approval.

A1.11. Notifications will be made after approval by the 51 FW/CC. The 51 FW/CCC will notify squadron commanders (through group commanders) of their nominees' status and provide appropriate notification instructions.

## Attachment 2

### SRA BTZ LARGE UNIT BOARD (LUB) SELECTION REQUIREMENTS AND PROCEDURES

A2.1. 51 MSS/DPMPE will provide each unit (with eligible A1Cs) the SrA BTZ Eligibility Listing not later than the 15th day of the second processing month (i.e., Feb, May, Aug, and Nov), indicating the unit status (large or small). Units will be provided an instruction sheet and must return their SrA BTZ Eligibility Listings to 51 MSS/DPMPE NLT the 25th of the third processing month for that quarters board.

A2.2. Unit commanders designated as large units (seven or more eligibles) may decide to not conduct a unit board and relinquish their quotas to the CBB. If so doing, they may nominate candidates to the CBB in the same manner, as would a small unit. Annotating the bottom of the SrA BTZ Eligibility Listing may do this.

A2.3. A LUB must be either a “records only” or “face-to-face” board. If a face-to-face board is conducted, all A1Cs being considered by the board must meet the board (if even one individual being considered can not meet the board, the board must be a “records only” board).

A2.4. The LUB will consist of three board members and a recorder. One of the board members will be designated the board president (recommend a CMSgt or above), the other two board members will be senior NCOs. The unit commander will select the board members.

A2.5. The 51 MSS/DPMPE will provide BTZ RIPs for the LUBs upon request by the unit. If a unit decides not to use the BTZ RIP, an alternate method to cover data provided on the RIP must be used.

A2.6. Additional facts may be provided to the LUB on an AF Form 1206 for review by the board. The AF Form 1206 will be limited to one page, bullet format without headings. Bullets are limited to significant events and accomplishments (i.e., Airman of the Quarter, PME DG, etc.) and the member's duty performance from the close out of the last EPR to present.

A2.6.1. Additional information considered will be BTZ RIPs (if requested), EPRs, and decorations.

A2.6.2. An approved decoration may be filed in an individual's Unit Personnel Record (UPRG) any time up until the date of the board. **Supplemental consideration will not be given because a decoration was not approved or placed in the record when the board convened.**

A2.6.3. The LUB will evaluate duty performance and non-duty involvement (i.e., education, civic/unit participation, etc.), scoring each area separately from six to ten (6 – 10) in half-point increments, and subsequently adding the scores for the individual's total score.

A2.7. The LUB report will contain a list of the board members, a list of nominees in order of merit indicating status (i.e., select, alternate, and non-select), total scores, and be signed by the board president. The board report will be provided to the unit commander for approval and then forwarded to 51 MSS/DPMPE for processing.

A2.8. Squadron commanders must notify 51 MSS/DPMPE immediately of any derogatory quality indicators (i.e., 2 or less EPR rating, participation in weight management program, establishment of an unfavorable information file (UIF), etc.) affecting selectees.



**Attachment 3****SRA BTZ TIMELINES**

| PROCESSING MONTHS | SELECTION MONTH | PROMOTION MONTHS |
|-------------------|-----------------|------------------|
| JAN/FEB           | MAR             | APR-JUN          |
| APR/MAY           | JUN             | JUL-SEP          |
| JUL/AUG           | SEP             | OCT-DEC          |
| OCT/NOV           | DEC             | JAN-MAR          |

## Attachment 4

## SRA BTZ ELIGIBILITY

Promotion Criteria: A1Cs must meet the requirements in AFI 36-2502, Table 2.1 and 36 months time-in-service (TIS) and 20 months time-in-grade (TIG), or 28 months TIG, whichever occurs first and be recommended by the commander.

BTZ Promotion Criteria: A1Cs may be promoted to SrA six months prior to the fully qualified phase point listed above as long as they meet the criteria listed in AFI 36-2502, Table 2.1, obtain a skill level waiver IAW table 2.3, and is recommended by the commander.

| 36 MONTHS TIS<br>(TAFMSD OF) | & | 20 MONTHS TIG<br>(DOR OF) | OR | 28 MONTHS<br>TIG (DOR OF) | THEN FQ<br>PROMOTION IS | MEETS BTZ<br>BOARD IN | BTZ PROMOTION TO<br>SRA IS |
|------------------------------|---|---------------------------|----|---------------------------|-------------------------|-----------------------|----------------------------|
| JAN94-MAR94                  | & | MAY95-JUL95               | OR | SEP94-NOV94               | JAN97-MAR97             | JUN96                 | JUL96-SEP96                |
| APR94-JUN94                  | & | AUG95-OCT95               | OR | DEC94-FEB95               | APR97-JUN97             | SEP96                 | OCT96-DEC96                |
| JUL94-SEP94                  | & | NOV95-JAN96               | OR | MAR95-MAY95               | JUL97-SEP97             | DEC96                 | JAN97-MAR97                |
| OCT94-DEC94                  | & | FEB96-APR96               | OR | JUN95-AUG95               | OCT97-DEC97             | MAR97                 | APR97-JUN97                |
| JAN95-MAR95                  | & | MAY96-JUL96               | OR | SEP95-NOV95               | JAN98-MAR98             | JUN97                 | JUL97-SEP97                |
| APR95-JUN95                  | & | AUG96-OCT96               | OR | DEC95-FEB96               | APR98-JUN98             | SEP97                 | OCT97-DEC97                |
| JUL95-SEP95                  | & | NOV96-JAN97               | OR | MAR96-MAY96               | JUL98-SEP98             | DEC97                 | JAN98-MAR98                |
| OCT95-DEC95                  | & | FEB97-APR97               | OR | JUN96-AUG96               | OCT98-DEC98             | MAR98                 | APR98-JUN98                |
| JAN96-MAR96                  | & | MAY97-JUL97               | OR | SEP96-NOV96               | JAN99-MAR99             | JUN98                 | JUL98-SEP98                |
| APR96-JUN96                  | & | AUG97-OCT97               | OR | DEC96-FEB97               | APR99-JUN99             | SEP98                 | OCT98-DEC98                |
| JUL96-SEP96                  | & | NOV97-JAN98               | OR | MAR97-MAY97               | JUL99-SEP99             | DEC98                 | JAN99-MAR99                |
| OCT96-DEC96                  | & | FEB98-APR98               | OR | JUN97-AUG97               | OCT99-DEC99             | MAR99                 | APR99-JUN99                |
| JAN97-MAR97                  | & | MAY98-JUL98               | OR | SEP97-NOV97               | JAN00-MAR00             | JUN99                 | JUL99-SEP99                |
| APR97-JUN97                  | & | AUG98-OCT98               | OR | DEC97-FEB98               | APR00-JUN00             | SEP99                 | OCT99-DEC99                |
| JUL97-SEP97                  | & | NOV98-JAN99               | OR | MAR98-MAY98               | JUL00-SEP00             | DEC99                 | JAN00-MAR00                |
| OCT97-DEC97                  | & | FEB99-APR99               | OR | JUN98-AUG98               | OCT00-DEC00             | MAR00                 | APR00-JUN00                |
| JAN98-MAR98                  | & | MAY99-JUL99               | OR | SEP98-NOV98               | JAN01-MAR01             | JUN00                 | JUL00-SEP00                |
| APR98-JUN98                  | & | AUG99-OCT99               | OR | DEC98-FEB99               | APR01-JUN01             | SEP00                 | OCT00-DEC00                |
| JUL98-SEP98                  | & | NOV99-JAN00               | OR | MAR99-MAY99               | JUL01-SEP01             | DEC00                 | JAN01-MAR01                |
| OCT98-DEC98                  | & | FEB00-APR00               | OR | JUN99-AUG99               | OCT01-DEC01             | MAR01                 | APR01-JUN01                |

## Attachment 5

## NOMINATION FOR AWARD

| NOMINATION FOR AWARD  |   |                                     |
|---|---|-------------------------------------|
| AWARD<br>Senior Airman Below-the-Zone Central Base Board  | CATEGORY (If Applicable)<br>Airman  | AWARD PERIOD<br>Consideration Month |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last)<br>WELLINGTON, JOHN B.   | SSN<br>123-45-6789  | MAJCOM, FOA, OR DRU<br>PACAF        |
| DAFSC/DUTY TITLE<br>3A051, Information Manager Journeyman   | NOMINEE'S TELEPHONE (DSN & Commercial)<br>DSN: 784-1234, COMM: 011-82-31-661-1234 |                                     |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE<br>51 FW/IM UNIT 2067 APO AP 96266  |   |                                     |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)<br>Lt Col Huckleberry, John B.   |   |                                     |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)<br>USE BULLET FORMAT<br><br>DO NOT USE HEADINGS<br><br>--10 or 12 pitch<br><br>--Limited to one page only - entire page does not need to be filled<br><br>--Limit bullets to pertinent facts since close out of last EPR<br><br>--Use plain English - the board discounts what they do not understand |   |                                     |